

Database Coordinator

Bronson Health Foundation has an immediate opening for a Database Coordinator in Kalamazoo, Michigan.

-Full time 80hrs/pp - 8a-5p

- Day shift

Responsible for management of the donor database and oversight of gift entry and acknowledgements. Maintain accurate and complete data accessibility for prospect research, identification, cultivation, solicitation and stewardship. Assist with annual direct mail campaign and other direct mail fundraisers. Maintain Bronson Health Foundation webpage. Assure that systems remain up-to-date and functioning. Work with the database vendor, Blackbaud to assure server integrity. **Education and experience equivalent to that ordinarily acquired through the completion of an Associate's Degree with a Bachelor's Degree preferred, and two years related experience.**

Bronson Healthcare is a leading healthcare system serving southwest Michigan.

Bronson Methodist Hospital is a Magnet Hospital!

We proudly support Patient- and Family-Centered Care and Diversity in the workplace! EOE

Interested candidates should apply online at <https://www.bronsonhealth.com/find-a-job>

Contact: Tara Smith

Email: smithtar@bronsonhg.org

Phone: 269-341-6946